

## NAVY ACQUISITION DEMO – NOA 840 AWARD/BONUS

STEP	ACTION
1	Create the RPA from the Navigation List – Click on <b>Request for Personnel Actions</b> → <b>Award/One-Time Payment</b> or open the existing 840 RPA from the Civilian Inbox.
2	<p>Complete the <b>REQUESTING INFO</b> Tab of the RPA:</p> <ul style="list-style-type: none"> <li>Effective Date</li> <li>SSN (with dashes)</li> <li>NOA (use LOV or type it in) = <b>840</b></li> <li>Authority Code – system generated = <b>ZVC (P.L. 107-71)</b></li> </ul>
3	<p>Complete the <b>POSITION DATA</b> Tab of the RPA:</p> <ul style="list-style-type: none"> <li>Award Amount – Enter amount</li> <li>UoM = M</li> </ul>
4	<p>Complete the <b>REMARKS AND ADDRESS</b> Tab of the RPA:</p> <ul style="list-style-type: none"> <li>Part F – Remarks for SF-50 – <i>enter Remark:</i> <b>9Q2</b>      This action reflects a Contribution Award under the Acquisition Demonstration Project.</li> </ul>
5	Click on <b>&lt;Save&gt;</b> icon to save
6	<p>Click on the <b>EXTRA INFORMATION</b> button and complete the following DDFS. Click <b>&lt;OK&gt;</b> and <b>&lt;Save&gt;</b> after completing each window.</p> <p><b><u>US FED AGENCY DATA</u></b></p> <p>Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save.</p> <p><b><u>US FED AWARD AND BONUS INFORMATION</u></b></p> <p>Award Agency = NV  Award Type = TJ (Contribution Award)  Tangible Benefit Dollars – enter award amount  Date Award Earned – system generated to effective date on RPA  Award Appropriated Code – system generated to “NAVY”</p>
7	Close <b>&lt;Extra Information&gt;</b> window to return to the RPA.
8	Click on the <b>&lt;Save&gt;</b> icon to route the RPA or to Update HR.